

BOARD OF COUNTY COMMISSIONERS AGENDA ITEM SUMMARY

Meeting Date: July 20, 2005

Division: Management Services

Bulk Item: Yes _____ No X

Department: Administrative Services

Staff Contact Person: Sheila A. Barker

AGENDA ITEM WORDING: Presentation of Years-of-Service Award for 15 years from Tanya Carbonnel, Coordinator, Human Resources, Management Services Division.

ITEM BACKGROUND: None

PREVIOUS RELEVANT BOCC ACTION: Ordinance Number 038-1998

CONTRACT/AGREEMENT CHANGES: NA

STAFF RECOMMENDATIONS:Presentation

TOTAL COST: \$200 & Plaque
COST TO COUNTY: \$200 & Plaque

BUDGETED: Yes X No
SOURCE OF FUNDS: Ad Valorem

REVENUE PRODUCING: Yes ☐ No ☒ **AMOUNT PER MONTH** _____ **Year** _____

APPROVED BY: County Atty _____ OMB/Purchasing _____ Risk Management _____

DIVISION DIRECTOR APPROVAL: Sheila A. Barker
(Sheila A. Barker)

DOCUMENTATION: Included _____ Not Required _____

DISPOSITION:_____ **AGENDA ITEM #**_____

**Years of Service Award to
Tanya Carbonell**

Tanya Carbonell started earning her 15 years of service award when she returned to County Service on April 30, 1990, after a brief break in service. Since that time she has been employed in the Personnel Department. She has progressed through several positions but has served as Coordinator of Human Resources since 1997.

She is responsible for our employee newsletter, The Resource Link. She coordinates our New Employee Orientation as well as our Employee Recognition Programs of Employee of the Month and Years of Service. On a more serious side, she is monitors the County's performance evaluation system and administers the County's Drug-free workplace Policy and DOT policy. She supervises the Educational Reimbursement Program and maintains the County's Pay Plan.

Tanya assists with preparing our training material as well as conducting training in Spanish for our Spanish speaking employees.

Tanya is an asset to Management Services and the County. We hope she stays another 15 years.